



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO  
P.O. BOX 3990  
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29 Dec 14

NAVCRUITDISTOHIO NOTICE 5050

From: Commanding Officer, Navy Recruiting District Ohio

Subj: NAVY RECRUITING DISTRICT OHIO JANUARY 2015  
PRODUCTION MEETING

Encl: (1) Schedule of Events  
(2) DTS - Travel Authorization Cheat Sheet  
(3) DTS - Travel Voucher Cheat Sheet

1. Purpose. To publish the schedule of events for the 7 - 8 January 2015 Production Meeting for the following personnel: CO, XO, OPS, CMC, CR, ACRs, CT, and DLCPOs.

2. Action. The January 2015 Production Meeting schedule is provided in enclosure (1). Travel authorizations shall be submitted into DTS by 19 December 2014 per enclosure (2). Travel vouchers shall be submitted by 15 January 2015 per enclosure (3).

3. Changes. Changes to enclosure (1) will be announced via phone and email.

4. Location. NRD Ohio HQ, 401 N Yearling Rd., Whitehall, OH 43213. Point of contact is NCCS White, Command Trainer, who may be reached at: (614)693-3006.

5. Uniform. See Plan of the Week.

  
ERIC A. SHAFER

Distribution:

Electronic only, via:

<http://www.cnrc.navy.mil/Ohio/Latest-Info.htm>

NAVCRUITDISTOHIONOTE 5050  
29 DEC 2014

### SCHEDULE OF EVENTS

#### Wednesday, 7 January 2015

<u>TIME</u>	<u>EVENT</u>
1200-1230	CO/XO Opening Remarks
1230-1330	CR/ACR Opening Remarks - Emergent Requirements
1345-1400	BREAK
1400-1430	Awards and Recognition
1430-1445	BREAK
1445-1545	Valor Mini Clinic - Points
1545-1600	CLOSING REMARKS - CR
1610- TBD	CPOA MEETING / SOCIAL

#### Thursday, 8 January 2015

<u>TIME</u>	<u>EVENT</u>
1000-1030	Reserve/Active Programs (Active Officer/Enlisted)
1030-1100	Prospecting (PDC/Social Networking)
1100-1115	BREAK
1115-1130	Applicant Processing (Kit Development/Quality)
1130-1215	LUNCH
1215-1315	Command Inspection Trend Analysis - CT
1315-1400	Closing Remarks - CR/ACR

Enclosure (1)

29 DEC 2014

## DTS - TRAVEL AUTHORIZATION

## CHEAT SHEET

1. LOGIN at [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil)
2. Official Travel
3. Authorizations/Orders
4. Create a new authorization/order
5. Leaving from: Click on either Residence or Duty Station and it will fill in the block for you
6. Departing on: 1/6/2015 or 1/7/2015
7. Trip type: **AA/Routine**
8. Trip purpose: **Conference Attendance**
9. Trip Description: **PRODUCTION MEETING**
10. Traveling to my TDY location by: **OTHER** Time: **1600 PM**
11. To find the Trip location click on the top blue Location box, type in DSCC , WHITEHALL OH and click on Search location. The location for DSCC WHITEHALL, OH will pop up, then click on the SELECT/ CLOSE box
12. Arriving on: 1/6/2015 or 1/7/2015
13. Departing on: 1/8/2015
14. You do not need to check the rental car or lodging box\*\*\*\*
15. Check NO for the box 'Will you be traveling to any other location'
16. The authorization will then Refresh and then want to know where you will be Returning to:
17. Click on either Residence or Duty Station and it will fill in the block for you
18. Trip duration: Multi-day
19. Method Returning from my TDY: **Other** Time: **6:00 PM**
20. Click on Save and Proceed
21. You will then come to your 'Preview Trip' page
22. Reference Code: **PRODUCTION MEETING**
23. In the Comments to the Approving Official box enter:  
**GOVT VEHICLE DIRECTED/GOVT MESS & QUARTERS NOT  
 AVAILABLE/CMR AUTHORIZED MEMBER WILL CONFIRM OWN  
 LODGING NTE LOCAL AREA PER DIEM**
24. Go to the bottom and click on **Save and Proceed**
25. Pre-Audit screen click on Expense – Non-Mileage and Continue. Enter lodging taxes (estimate) unless you know the actual expense amount
26. Save and Proceed to Digital Signature, keep clicking continue and/or Save and Proceed
27. Change routing list to N7
28. Digital Signature Page click on Submit Completed Document
29. The screen will then refresh back to a listing of your existing authorizations. Make sure under 'My signed documents' that the trip you just entered says 'Signed' and not 'Created under Document Status.

DTS - TRAVEL VOUCHER

CHEAT SHEET

1. LOGIN at [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil)
2. At the "Welcome" screen, go to **Official Travel**
3. **Vouchers**
4. **Create a voucher from an authorization**
5. You will see the Trip Overview screen
6. Review this screen for the correct dates/location and if everything is good, click on the **Expenses** Tab
7. This will automatically bring you to the **Non-mileage expenses** screen
8. Click on the **drop down** under Expense # 1 and click on **Hotel Room Tax** and enter the amount of tax, if any
9. Click on **Save Expenses** at the bottom
10. Click on **Substantiating Records**
11. If able to scan documents into .pdf form, scan all documents into a single file and save it to your computer. If not, skip this step and go to step 13.
12. Under the **Expenses** tab, click on **Substantiating Records**, then **Browse** to the scanned file on your computer, and click **Upload**. Proceed to step 16.
13. Under the **Expenses** tab, click on **Substantiating Records**, and then click on **Print Fax Cover Sheet**.
14. With the fax cover sheet on top of all receipts, worksheet, and any memos required, fax the entire package to the 888 number listed on the fax cover sheet.
15. Click on Review/Sign in the top right corner.
16. From here, click on Review/Sign and then click on Digital Signature and submit the document as **Signed**. In order to submit – click on **Submit Completed Document**
17. **Save and Continue**
18. On your "**My Signed Documents**" page it should show the document status as **Signed**. If it does not, go back to the Digital Signature page and hit the Submit Completed Document" button, again. If you have done this right, it will bring you back to the "My signed documents" page and show that the document is actually signed and not created.